



**7 VENDOR MANAGEMENT**

*Effective: 6/1/96*

**7.7 Change of Ownership, Stores Out of Business, Temporary Store Closings, Change in Location or Other Status**

**POLICY:** Vendors must notify the local WIC Project or State WIC Vendor Unit of change of ownership, closings of more than two weeks and when they change their location.

**PROCEDURE:**

**A. CHANGE OF OWNERSHIP**

A change of ownership is defined as a primary change in the controlling (financial) interest of the store.

1. Authorization of a vendor shall terminate automatically upon a change of ownership.
  - a) A vendor shall return at least the rubber portion vendor stamp to the local project or to the state WIC office immediately following a change in ownership.
  - b) The State WIC Vendor Unit will send the store a letter instructing the store owner to deposit all WIC drafts on hand that were accepted prior to the change of ownership and to return the rubber portion to the State WIC Vendor Unit.
2. The new owners must submit new application anytime there is a change in ownership.
  - a) Application materials may be submitted prior to the day that legal transfer of ownership occurs but the prices submitted on the Stock Price Survey must reflect the prices that will be charged by the new owner.
  - b) State WIC Vendor Unit staff will not consider the application complete until the new owner has submitted documentation to show legal ownership.

**B. CHANGE IN STORE STATUS**

Change in store status is defined as change in corporate officers, name or management and must be reported to the State WIC Vendor Unit by submitting a WIC Program Retail Vendor Application Amendment (DOH 0108). See Attachments. These will be reviewed by staff of the State WIC Vendor Unit to determine if further action should be taken.



**C. STORE CLOSINGS**

Stores must notify the local WIC Project or State WIC Vendor Unit of closings of more than two weeks and when they go out of business.

1. A vendor shall return at least the rubber portion of the vendor stamp to the local project or to the State WIC office immediately upon going out of business.
2. All drafts accepted prior to the change shall be deposited in the vendor's bank immediately and WIC business shall cease until an application has been submitted by the new owner and approved by the State WIC office.
3. The State WIC Office will determine an appropriate action for stores reporting a temporary closing.

**D. CHANGE IN LOCATION**

Stores must notify the local WIC Project or State WIC Vendor Unit when they change their location. A change of location is defined as a vendor who closes a store immediately prior to or simultaneous to opening another store within the same city limits. The vendor retains the same stamp number. No site visit is required. A stock price survey may be required if the vendor indicates a change in prices on the WIC Program Retail Vendor Application Amendment (DOH 0108).

1. The vendor will be required to complete a WIC Program Retail Vendor Application Amendment (DOH 0108) which is sent to the store by the State WIC Vendor Unit.
2. The local WIC project will be notified of the change of location by the WIC Vendor Unit.

**ATTACHMENTS**

WIC Program Retail Vendor Application Amendment (DOH 0108) Rev 10/97